

***PUBLIC WORKS/SAFETY COMMITTEE MEETING
TUESDAY, OCTOBER 9, 2012
4:45 P.M., CONFERENCE ROOM NO. 1
CITY OFFICE BUILDING***

*Chair: Doug Reese
Vice Chair: Ron Christianson
Members: Rick Fagerlie
Bruce DeBlieck*

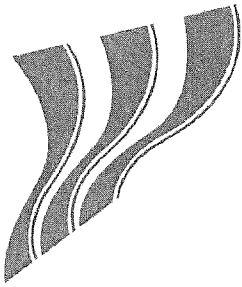
AGENDA

1. Consideration of Proposals for Airport Crack Sealing and Turf Runway Repair
2. Consideration of Contract Award for the Western Interceptor
3. Consideration of Proposal for Engineering Services – Lakeland Drive Interceptor/MinnWest Lift Station Project
4. Consideration of State Agreement to Act as Agent for Receipt of Federal Funds
5. Miscellaneous
6. Adjourn

Kandiyohi County Jail Census_____

cc: Department Directors
"West Central Tribune"
KWLM
St. Cloud Times
Willmar Area Lakes Chamber of Commerce

Js



**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION**

Agenda Item Number: _____

Meeting Date: October 9, 2012

Attachments: ☒ Yes ☐ No

CITY COUNCIL ACTION

Date: October 15, 2012

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

Originating Department: Engineering

Action Requested: Accept bids and quotes and award contracts for Mn/DOT SP 3401-63 – Airport Improvements.

Guiding Principle: The City Engineer hereby submits to the City Council that the bids and quotes received for the Airport Improvements project be accepted and contracts be awarded.

Introduction: Three bids for the Airport Improvements Project were received on September 20, 2012. Two quotes for the Airport Improvements Project were received on October 5, 2012.

Background/Justification: The City Council authorized the Mayor and City Administrator to execute Work Order No. 1 to the Professional Services Contract for Design, Bidding, and Construction Services for the Airport Improvements. Work Order No. 1 was executed May 25, 2012. The plans and specifications for the improvements were approved by the City Council on July 16, 2012 and granted authorization for advertisement for bids. On August 9, 2012, one bid was received for the project. At the September 4, 2012 City Council meeting the bid was rejected and authorization was granted by the City Council to re-advertise the project. On September 20, 2012 bids were received for the project. Of the three bids received, no bids included costs for Contract 1: Runway 03/21 Turf Establishment. Since no bids were received for Contract 1, three quotes were solicited for Contract 1. On October 5, 2012, two quotes were received for Contract 1.

Fiscal Impact: The funding source for the Airport Improvements is 70% State monies and 30% local funds budgeted in 2012 Capital Improvements. In order to use state monies, the project must be under contract in 2012 although construction can be completed in 2013.

Alternatives: N/A

Staff Recommendation: Accept the bids received on September 20, 2012 as well as the quotes received on October 5, 2012 and award Contract 1 to Kuechle Underground of Kimball, MN in the amount of \$72,480.01 and award Contract 2 consisting of the base bid, Phase 1 and Phase 2 to Fahrner Asphalt Sealers of Eau Claire, WI in the amount of \$81,996.80, contingent on MnDOT concurrence.

Reviewed by: Jared Voge, Interim City Engineer

Preparer: Janell Sommers, Public Works Secretary

Signature: _____

Comments:

ABSTRACT OF BIDS

WILLMAR AIRPORT 2012 AIRPORT IMPROVEMENTS
WILLMAR MUNICIPAL AIRPORT
CITY OF WILLMAR, MINNESOTA
BID PROJECT NO.: T31.105070

DATE OCTOBER 5, 2012

ITEM NO.	ITEM	APPROX. QUANT.	UNIT	KUECHLE UNDERGROUND KIMBALL, MN UNIT PRICE	AMOUNT	CHAD MONSON EXCAVATING LOCATION UNIT PRICE	AMOUNT
CONTRACT 1: Runway 09/21 Turf Establishment							
1.1	2021.501 MOBILIZATION	1	LS	\$3,000.00	\$3,000.00	\$4,880.00	\$4,880.00
1.2	01550.1 MAINTENANCE AND RESTORATION OF HAUL ROADS & STAGING AREA	1	LS	\$0.01	\$0.01	\$8,475.00	\$8,475.00
1.3	01555.2 AIRPORT SAFETY CONTROL	1	LS	\$600.00	\$600.00	\$3,480.00	\$3,480.00
1.4	01555.3 PROVIDE AND INSTALL LOW PROFILE AIRPORT BARRICADE	24	EA	\$170.00	\$4,080.00	\$218.00	\$5,232.00
1.5	01555.8 PROVIDE & INSTALL RUNWAY CLOSURE MARKER, NON-LIGHTED	4	EA	\$880.00	\$3,520.00	\$1,118.00	\$4,472.00
1.6	2575.501 SEEDING (MNDOT MIX 260) SPRAY, PREP, FERTILIZER, WATER	172	AC	\$2,600.00	\$44,720.00	\$5,000.00	\$86,000.00
1.7	2575.560 HYDRAULIC SOIL STABILIZER, TYPE 5	5.2	AC	\$1,800.00	\$9,360.00	\$2,500.00	\$13,000.00
1.8	2575.511 MULCH MATERIAL, TYPE 3	12	AC	\$600.00	\$7,200.00	\$1,500.00	\$18,000.00
TOTAL SCHEDULE CONTRACT 1:					\$72,480.01		\$143,539.00

ABSTRACT OF BIDS

WILLMAR AIRPORT 2012 AIRPORT IMPROVEMENTS
WILLMAR MUNICIPAL AIRPORT
CITY OF WILLMAR, MINNESOTA
BMD PROJECT NO. TS1 165070

DATE SEPTEMBER 20, 2012

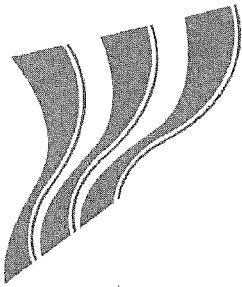
				1		2		3	
ITEM NO.	ITEM	APPROX. QUANT.	UNIT	Palmer Asphalt Services, LLC Eau Claire, WI UNIT PRICE	AMOUNT	Bergen, Inc. Mountain Lake, MN UNIT PRICE	AMOUNT	Interstate Improvement, Inc. Faribault, MN UNIT PRICE	AMOUNT
CONTRACT 2: Crack Repair									
Base Bid									
2.1	2021.501 MOBILIZATION	1	LS	\$6,500.00	\$6,500.00	\$1,000.00	\$1,000.00	\$10,000.00	\$10,000.00
2.2	01550.1 MAINTENANCE AND RESTORATION OF HAUL ROADS & STAGING AREA	1	LS	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.01	\$0.01
2.3	01555.2 AIRPORT SAFETY CONTROL	1	LS	\$1,500.00	\$1,500.00	\$300.00	\$300.00	\$5,000.00	\$5,000.00
2.4	01555.3 PROVIDE AND INSTALL LOW PROFILE AIRPORT BARRICADE	18	EA	\$65.00	\$1,170.00	\$225.00	\$4,050.00	\$150.00	\$2,700.00
2.5	01555.4 RE-INSTALL LOW PROFILE AIRPORT BARRICADE	16	EA	\$65.00	\$1,040.00	\$100.00	\$1,600.00	\$75.00	\$1,200.00
2.6	01555.8 PROVIDE & INSTALL RUNWAY CLOSURE MARKER, NON-LIGHTED	2	EA	\$250.00	\$500.00	\$250.00	\$500.00	\$800.00	\$1,600.00
TOTAL CONTRACT 2 (BASE)				\$11,710.00		\$8,650.00		\$20,500.01	
Phase 1 - Runway 13/31									
2.7	02975.1 BITUMINOUS CRACK ROUTE & JOINT REPAIR	22790	LF	\$1.60	\$36,464.00	\$1.98	\$45,124.20	\$2.00	\$45,580.00
TOTAL CONTRACT 2 PHASE 1:				\$36,464.00		\$45,124.20		\$45,580.00	
Phase 2 - Taxiway									
2.8	02975.1 BITUMINOUS CRACK ROUTE & JOINT REPAIR	13570	LF	\$1.60	\$21,712.00	\$1.98	\$26,868.60	\$2.00	\$27,140.00
2.9	2104.513 SAWCUT BITUMINOUS (FULL DEPTH)	400	LF	\$3.00	\$1,200.00	\$18.75	\$7,500.00	\$4.25	\$1,700.00
2.1	2104.505 REMOVE BITUMINOUS PAVEMENT, HAUL OFFSITE	88	SY	\$13.10	\$1,152.80	\$37.50	\$3,300.00	\$11.55	\$1,016.40
2.11	2231.501 BITUMINOUS FULL DEPTH PATCHING MIXTURE (4")	22	TON	\$383.00	\$8,426.00	\$250.00	\$5,500.00	\$430.00	\$9,460.00
2.12	2357.502 BITUMINOUS TACK COAT PATCHING	6	GAL	\$22.00	\$132.00	\$18.75	\$112.50	\$45.00	\$270.00
2.13	02976.1 SAW & SEAL BITUMINOUS JOINTS	400	LF	\$3.00	\$1,200.00	\$2.95	\$1,180.00	\$2.00	\$800.00
TOTAL CONTRACT 2 PHASE 2:				\$33,822.80		\$44,461.10		\$40,386.40	
Phase 3 - West Taxiway									
2.14	02975.1 BITUMINOUS CRACK ROUTE & JOINT REPAIR	3000	LF	\$1.60	\$4,944.00	\$1.98	\$6,118.20	\$2.00	\$6,180.00
2.15	2104.513 SAWCUT BITUMINOUS (FULL DEPTH)	80	LF	\$3.00	\$240.00	\$18.75	\$1,500.00	\$4.25	\$340.00
2.16	2104.505 REMOVE BITUMINOUS PAVEMENT, HAUL OFFSITE	22	SY	\$13.10	\$288.20	\$37.50	\$825.00	\$11.55	\$254.10
2.17	2231.501 BITUMINOUS FULL DEPTH PATCHING MIXTURE (4")	6	TON	\$383.00	\$2,298.00	\$250.00	\$1,500.00	\$430.00	\$2,580.00
2.18	2357.502 BITUMINOUS TACK COAT PATCHING	1	GAL	\$22.00	\$22.00	\$18.75	\$18.75	\$45.00	\$45.00
2.19	02976.1 SAW & SEAL BITUMINOUS JOINTS	80	LF	\$3.00	\$240.00	\$2.95	\$236.00	\$2.00	\$160.00
TOTAL CONTRACT 2 PHASE 3:				\$8,002.20		\$10,254.20		\$9,559.10	

ABSTRACT OF BIDS

WILLMAR AIRPORT 2012 AIRPORT IMPROVEMENTS
WILLMAR MUNICIPAL AIRPORT
CITY OF WILLMAR, MINNESOTA
BMT PROJECT NO. T51 106070

DATE: SEPTEMBER 20, 2012

ITEM				1		2		3	
ITEM NO.	ITEM	APPROX. QUANT.	UNIT	Fairner Asphalt Sealers, LLC Eau Claire, WI UNIT PRICE	AMOUNT	Bergen, Inc. Mountain Lake, MN UNIT PRICE	AMOUNT	Interstate Improvement, Inc. Fairbault, MN UNIT PRICE	AMOUNT
Phase 4 - East Taxiway									
2.20	02975.1 BITUMINOUS CRACK ROUTE & JOINT REPAIR	6730	LF	\$1.60	\$10,768.00	\$1.98	\$13,323.40	\$2.00	\$13,460.00
2.21	2104.513 SAWCUT BITUMINOUS (FULL DEPTH)	240	LF	\$3.00	\$720.00	\$18.75	\$4,500.00	\$4.25	\$1,020.00
2.22	2104.505 REMOVE BITUMINOUS PAVEMENT, HAUL OFFSITE	67	SY	\$13.10	\$877.70	\$37.50	\$2,512.50	\$11.55	\$773.85
2.23	2231.501 BITUMINOUS FULL DEPTH PATCHING MIXTURE (4")	17	TON	\$383.00	\$6,511.00	\$250.00	\$4,250.00	\$430.00	\$7,310.00
2.24	2357.502 BITUMINOUS TACK COAT PATCHING	4	GAL	\$22.00	\$88.00	\$18.75	\$75.00	\$45.00	\$180.00
2.25	02976.1 SAW & SEAL BITUMINOUS JOINTS	240	LF	\$3.00	\$720.00	\$2.95	\$708.00	\$2.00	\$480.00
TOTAL CONTRACT 2 PHASE 4:					\$19,684.70	\$25,370.90		\$23,223.85	
Phase 5 - Parking Lot									
2.26	02975.2 BITUMINOUS CRACK REPAIR (RE-SEAL ONLY)	1750	LF	\$5.25	\$9,187.50	\$1.55	\$2,712.50	\$2.00	\$3,500.00
2.27	02975.1 BITUMINOUS CRACK ROUTE & JOINT REPAIR	1385	LF	\$1.60	\$2,216.00	\$1.98	\$2,742.30	\$2.00	\$2,770.00
2.28	2104.513 SAWCUT BITUMINOUS (FULL DEPTH)	80	LF	\$3.00	\$240.00	\$18.75	\$1,500.00	\$4.25	\$340.00
2.29	2104.505 REMOVE BITUMINOUS PAVEMENT, HAUL OFFSITE	20	SY	\$13.10	\$262.00	\$37.50	\$750.00	\$11.55	\$231.00
2.30	2231.501 BITUMINOUS FULL DEPTH PATCHING MIXTURE (4")	5	TON	\$383.00	\$1,915.00	\$250.00	\$1,250.00	\$430.00	\$2,150.00
2.31	2357.502 BITUMINOUS TACK COAT PATCHING	1	GAL	\$22.00	\$22.00	\$18.75	\$18.75	\$45.00	\$45.00
2.32	02976.1 SAW & SEAL BITUMINOUS JOINTS	80	LF	\$3.00	\$240.00	\$2.95	\$236.00	\$2.00	\$160.00
TOTAL CONTRACT 2 PHASE 5:					\$14,082.50	\$9,209.55		\$9,196.00	
Phase 6 - Airport Access Road									
2.33	02975.1 BITUMINOUS CRACK ROUTE & JOINT REPAIR	475	LF	\$1.60	\$760.00	\$1.98	\$940.50	\$2.00	\$950.00
TOTAL CONTRACT 2 PHASE 6:					\$760.00	\$940.50		\$950.00	
TOTAL CONTRACT 2:					\$124,556.20	\$144,010.45		\$149,395.36	



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: October 9, 2012

Attachments: ☒ Yes ☐ No

CITY COUNCIL ACTION

Date: October 15, 2012

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

Originating Department: Engineering

Action Requested: Award contract to Geislinger & Sons, Inc. for Project No. 1110 – Western Interceptor Sewer and authorize the Mayor and City Administrator to sign the construction contract on behalf of the City of Willmar.

Guiding Principle: On May 7, 2012 the City Council approved plans and specifications and authorized bids for Project No. 1110 – Western Interceptor Sewer.

Introduction: Bids were received and opened for this project June 12, 2012. Seven bids were received as tabulated in the attached abstract of bids. Donohue & Associates, Inc. has reviewed, analyzed these bids, investigated the tentative low bidder qualifications and has recommended award of the project to Geislinger & Son's, Inc to City Staff per the attached letter.

Background/Justification: The project schedule is as follows:

- May 7, 2012 - Authorization to Bid
- June 12, 2012 – Open bids
- October 15, 2012 – Council Receive bids and Award Contract
- November 1, 2013 – Construction final completion

Fiscal Impact: Allocation of funding for the project will be in accordance with asbid pricing and the attached Form 4 of the PFA loan application:

- \$1,111,582 – LOST
- \$2,873,557 – Temp. Bond (PFA)
- \$ 624,379 – City Funds
- \$4,609,518 – Grand Total

Alternatives: N/A

Staff Recommendation: Accept the bid from Geislinger & Sons, Inc. including the alternate for Project No. 1110 – Western Interceptor Sewer and enter into a contract agreement of \$3,575,354.25 for construction.

Reviewed by: Bruce Peterson, Planning & Development Director

Preparer: Joshua Halvorson, Project Manager

Signature: *Joshua J. Halvorson*

Comments:

June 20, 2012

Ms. Holly Wilson, P.E.
Public Works Director
City of Willmar
333 Sixth Street SW
Willmar, MN 56201

RE: Letter of Recommendation
Western Interceptor Sewer
Willmar Project No. 1110 / Donohue Project No. 11678

Dear Ms. Wilson:

Pursuant to the Advertisement of Bids, sealed bids for the above referenced project were received at the office of the City Clerk on June 12, 2012, and publicly opened and read aloud. We have reviewed all the bids received for the work and have enclosed a copy of the Abstract for Bids for your information.

Seven sealed bids were received. The low base bid was submitted by Geislinger & Sons, Inc. of Watkins, Minnesota, in the amount of \$3,069,585.25. The second low bid was submitted by R.L. Larson Excavating, Inc. of Saint Cloud, Minnesota, in the amount of \$3,517,350.25. The high bid for the project was from S.J. Louis Construction, Inc. of Rockville, Minnesota in the amount of \$4,364,450.00. My opinion of probable construction cost for the base project was \$3,792,117.75.

I have evaluated all the bids received for conformance and reviewed the qualifications of the lowest bidder including: financial data, previous experience, present commitments, lists of equipment to perform work, and contacting company references. It is recommended that the Contract be awarded to Geislinger & Sons, Inc. in the amount of \$3,069,585.25.

Based on the qualifications of the low bidder, I am also recommending award of the alternate bid to Geislinger & Sons, Inc. who submitted a bid of \$505,769.00 to complete this work. The engineer's estimate was \$589,762.50. This recommendation is based on the contractor's ability to do the work, the proposed contract price, and the cost savings the City would not otherwise endure constructing with a different contract at a later date.

This project has undergone extensive contract review and anticipated construction by all plan holders, City staff and Donohue resulting in very competitive and favorable pricing for the project. I am delighted to give you this information and announcement of my recommendation. Please inform me when you are ready to move forward with awarding the project. If you have any questions, don't hesitate to contact myself.

Sincerely,
Donohue & Associates, Inc.

Joshua Halvorson, P.E.
Project Manager

Enclosures: As noted

BID TABULATION SUMMARY
CITY OF WILLMAR
WESTERN INTERCEPTOR SEWER
WILLMAR PROJECT NO. 1110

BIDDER	BID AMOUNT	ALTERNATE BID	TOTAL BID
Geislinger and Sons, Inc.	\$ 3,069,585.25	\$ 505,769.00	\$ 3,575,354.25
R.L. Larson Excavating, Inc.	\$ 3,517,350.25	\$ 471,627.50	\$ 3,988,977.75
Ryan Contracting Co.	\$ 3,589,350.50	\$ 477,380.00	\$ 4,066,730.50
Duininck, Inc.	\$ 3,612,701.40	\$ 466,498.50	\$ 4,079,199.90
S.R. Weidema, Inc.	\$ 3,784,895.85	\$ 513,510.00	\$ 4,298,405.85
LaTour Construction, Inc.	\$ 4,025,369.40	\$ 543,463.40	\$ 4,568,832.80
S.J. Louis Construction, Inc.	\$ 4,364,450.00	\$ 490,732.00	\$ 4,855,182.00

Engineer's Estimate	\$ 3,792,117.75	\$ 589,762.50	\$ 4,381,880.25
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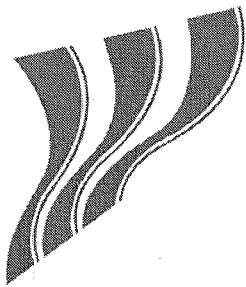
Minnesota Public Facilities Authority CWRP/DWRF Loan Application Form 4 - Clean Water Project Budget (Wastewater Projects)									
Applicant: City of Willmar, Minnesota		Project: Western Interceptor Sewer			Date: 07/10/12				
	Start Date	End Date	Total Requested From PFA	Other Funding (name source) City L.O.S.T.	Other Funding (name source) City Stormwater	Other Funding (name source) City Funds	Total Project Cost		
1. Non-Construction Costs									
A. Planning	07/21/09	02/19/11	105,363				105,363		
B. Engineering Design	02/20/11	05/30/12	119,595		40,030		159,625		
C. Other Engineering/Inspection	06/01/12	12/01/13	261,030				261,030		
D. Legal/Financing Related Fees	02/01/11	11/01/13	331,666				331,666		
E. Land ⁽¹⁾						78,580	78,580		
Non-Construction Subtotal			\$ 817,654	\$ -	\$ 40,030	\$ 78,580	\$ 936,264		
2. Construction Costs ⁽²⁾									
A. Secondary Treatment							-		
B. Advanced Treatment							-		
C. Infiltration / Inflow Correction							-		
D. Sewer System Rehabilitation							-		
E. New Collector Sewers							-		
F. New Interceptors	08/01/12	11/01/13	1,958,003	1,111,582			3,069,585		
G. CSO Correction							-		
H. Storm Sewer						505,769	505,769		
I. Service Connections ⁽³⁾							-		
Construction Subtotal			\$ 1,958,003	\$ 1,111,582	\$ -	\$ 505,769	\$ 3,575,354		
Contingencies (up to 5% of construction subtotal)			97,900				97,900		
Project Total			\$ 2,873,557	\$ 1,111,582	\$ 40,030	\$ 584,349	\$ 4,609,518		

Notes:

(1) Land costs are not PFA eligible except in limited situations. Contact your PFA loan officer with any questions.

(2) After as-bid project costs are known, a revised Form 4 must be submitted

(3) Service connections are not PFA eligible



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: October 9, 2012

Attachments: ☒ Yes ☐ No

CITY COUNCIL ACTION

Date: _____

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

Originating Department: Public Works

Action Requested: Accept proposal for engineering services – Lakeland Drive interceptor sewer, street reconstruction, and MinnWest lift station.

Guiding Principle: Maintenance of infrastructure to support current and future development.

Introduction: Proposals were solicited from engineering firms to provide engineering services for the above project(s).

Background/Justification: Proposals were received from six firms. Several proposals included a “team” approach. Costs ranged from \$320,261 to \$515,436. Staff reviewed and scored the proposals. The three highest scoring firms were interviewed September 14, 2012. Following interviews and proposal scoring, it was determined that the proposal submitted by Donohue and Associates best addressed the scope of the project and the needs of the City.

Fiscal Impact: Funding for these engineering services are part of the overall project cost. Costs will initially be funded by waste treatment reserves, and will be reimbursed with PFA financing.

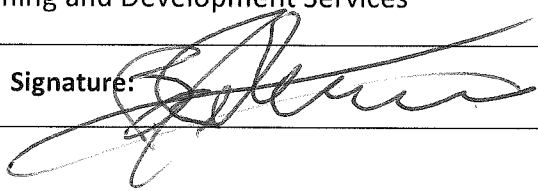
Alternatives:

1. Revise the project
2. Select another consultant
3. Issue new RFP
4. Do nothing

Staff Recommendation: To adopt a resolution accepting the proposal by Donohue and Associates in the amount of \$368,789 and authorize the City Administrator to enter into an agreement on behalf of the City.

Reviewed by: Bruce D. Peterson, AICP, Director of Planning and Development Services

Preparer:

Signature: 

Comments:

Resolution No. _____

Whereas the City of Willmar desires to retain a firm to provide management, design and bidding engineering services associated with the Lakeland Drive Interceptor/MinnWest Lift Station Project; and

Whereas a proposal has been made by, and an agreement prepared to retain, the firm of Donohue and Associates of Willmar, Minnesota in a not to exceed amount of \$368,789.00 for said services;

Now therefore be it resolved by the City Council of the City of Willmar that said agreement be approved and that City Administrator be authorized to execute the same.

Dated this 15th day of October, 2012.

Mayor

Attest:

City Clerk

LAKELAND DRIVE/MINNWEST LIFT STATION RPF RESULTS

<u>Firm Name</u>	<u>Amount</u>	<u>Average Score</u>
Bolton & Menk	\$487,585.00	83.0
Foth	\$439,908.00	67.0
Bloom Co.	\$333,130.00	53.75
Widseth, Smith & Nolting	\$515,436.00	49.5
Bollig Inc.	\$320,261.00	63.5
Donohue & Assoc.	\$368,789.00	87.0

June 18, 2012

Business
Name
Address
Address

Re: Request for Proposal - Lakeland Drive Interceptor/MinnWest Lift Station Project

Dear so and so,

The City of Willmar would appreciate your firm submitting a proposal regarding the referenced project for the services as outlined in the attached request. Please read through the request thoroughly and submit per the instructions attached hereto.

Feel free to contact me at 320-214-5173 if you have any questions.

Sincerely,
City of Willmar

Holly Wilson, PE
Public Works Director

Attached: "Request for Proposal"
"Site Map"

City of Willmar

Request for Proposal

Engineering Services for the Lakeland Drive Interceptor/MinnWest Lift Station Project

Purpose

The City of Willmar is seeking proposals to provide Municipal Engineering Services for the management, design, and bidding for the Lakeland Drive Interceptor/MinnWest Lift Station Project. This work can be described as the replacement of sanitary sewer lines along Lakeland Drive from Willmar Avenue to the MinnWest lift station adjacent to the MinnWest Business Park. This work includes the demolition and replacement of the existing MinnWest (formerly State Hospital) lift station and associated forcemain related with this collection system. The proposal should include all work through award of a construction contract and includes engineering and surveying services for storm sewer, watermain, street paving, quiet zone railroad crossing and paths in accordance with City standards and procedures. The services requested are tentatively scheduled to begin October of 2012 with bidding for construction commencing in February of 2014.

Background

The City of Willmar plans to reconstruct the Lakeland Drive interceptor and intends to address any necessary rehabilitation components of Lakeland Drive. Several studies contain information about the flows in the Lakeland Drive Interceptor. Notable areas of concern include: excessive infiltration and inflow, not enough capacity to handle peak flows from an existing fully developed service area or future developed service area, pipe operates in surcharged (pressurized) condition at times during peak flows, identified as an "older" section of City's collection system (past materials design life), leaking manholes, and flow restrictions causing surcharged conditions. The construction of the interceptor along Lakeland drive would include areas from Willmar Avenue to Civic Center Drive (approximately 10,500 feet).

The City of Willmar owns and operates the lift station located on the MinnWest Technology Campus located on the north edge of Willmar adjacent to Highway 23. The lift station was built in the 50's or earlier. The MinnWest Technology Campus occupies the former State Hospital Facility. The Highway 23/71 corridor and Eagle Lake are prime areas for future development. The lift station has several deficiencies; not enough capacity, plugging, safety, need for permanent standby power source, out-dated pumps and equipment (lack of parts), structurally

deficient and doesn't meet electrical code. There are approximately 1500 feet of forcemain from the lift station to Lakeland drive that would be replaced with this project.

This project is intended to be financed in part by the Minnesota Public Facility Authority, MN State Aid Highway Funds, and thru special assessments. The services rendered for this project shall include the necessary work needed to obtain and secure these funds.

Scope of Proposal Services

1. Kick-Off Meeting

Meet with City staff to review the contract scope of services and to determine, to the fullest possible extent, the work plan, schedules, contact information, means of conducting business, deliverable methods, billings, reviews, meetings, coordination, and communication for the project. The kick-off meeting will include City staff from these departments; Engineering, Finance, Planning and Development, Wastewater Treatment, and Willmar Municipal Utilities.

2. Preliminary Design

- 2.1 Provide survey services along the proposed project to the extents needed for the purposes of topographical information, design and construction.
- 2.2 Conduct a Geotechnical investigation (minimum of 10 or more soil boring to effectively design and convey the project) with a report of findings and recommendations related to the project.
- 2.3 Evaluate the service area and calculate design flows to accommodate the project. Documents for reference regarding the 2006 Comprehensive Collection System Plan prepared by Donohue & Associates are available for review per your request.
- 2.4 Prepare 30% Design Plans & cost estimates and conduct a workshop meeting for review. Incorporate review changes.
- 2.5 Determine the easement requirements and provide to the City for obtainment.
- 2.6 Develop a list of permits that are required for the project.
- 2.7 Complete all work related to completing, submittal, and declaration of an EIW.
- 2.8 Complete all work related to completing, submittal, and acceptance of a Facility Plan by MPCA.
- 2.9 Coordinate, facilitate, and complete all work needed to secure the PFA loan.
- 2.10 Verify and document all stormwater, air and safety regulations have been addressed.

3. Design Phase

- 3.1 Prepare 60% Design Plans, technical specifications, & cost estimate and conduct a workshop meeting for review. Incorporate review changes.

- 3.2 Prepare 90% Design Plans, technical specifications, and project manual including a SWPPP and conduct a workshop meeting for review. Incorporate review changes.
- 3.3 Prepare and submit Bidding Documents & cost estimate.
- 3.4 Acquire regulatory permits and approvals.

Important design items:

- Lift Station; Design of one duplex dry pit submersible pump station, with a preference to a custom wet well/ dry well with stairway design with seamless integration into the existing SCADA system. The City's existing industrial pump stations design is the pattern desired and is available for review.
- SCADA Design and System Integration: the City has standard lift station control designs for twenty six lift station as well as two main dry pit lift stations. Standard Modicon PLC programs are incorporated for both types. The City uses a wide area private-licensed radio network to poll all lift stations through a master Modicon PLC located at the old wastewater plant facility. Current software will accommodate the new lift station. The City uses Wonderware software for HMI/SCADA.

The new WWTF is controlled and monitored by Wonderware System Platform that communicates with lift station SCADA computer at the old WWTF across the City fiber optic system.

The existing control and Instrumentation system was engineered, programmed and installed by In-Control Inc. of Blaine, MN. Include an allowance for In-Control Inc. to provide for the following services:

- New lift station control panel drawings and bill of materials per current City of Willmar standards for construction of lift Station controls and instrumentation including starters, soft starters or variable frequency drives.
- Make all necessary changes to the license requirements for the; radio network, programming of the network switches, changes required at both the new and old Wastewater Treatment Plant SCADA hardware and software.
- In Control will review construction of the control system and conduct a point to point check out of the new control system.

4. Bidding

Upon written authorization by Owner to call for bids:

- 4.1 Prepare advertisement for bids and submit to required publications.
- 4.2 Distribute bidding documents upon request from prospective bidders and material suppliers and maintain a plan holders list.
- 4.3 Answer bidding questions and prepare addenda as required to document changes or clarifications to the bidding documents.
- 4.4 Provide bid support services including conducting a pre-bid meeting and responding to prospective bidder questions. Prepare and distribute minutes of the conference.
- 4.5 Coordinate, conduct, and hold bid opening for project. Obtain copies of the submitted bidding documents for review and tabulation. Prepare, provide, and review with the City a bid analysis including a tabulation of all bids and an abstract of bids for each bidder. Prepare and submit an award recommendation letter to the City. Issue Notice of Award to Contractor.
- 4.6 Prepare Contract Documents for execution by the Owner and successful bidder. Upon full execution of Contract Documents, prepare documents for City to issue a Notice to Proceed.

5. Project Management

- 5.1 Support the City with unanticipated project-related issues such as informal discussions with interested citizens, civic organizations, environmental groups, developers or the press. Hold, present, manage and document meeting minutes along with implementing discussion.
- 5.2 Work in close cooperation with the City's Finance Director. Provide asset management information related to the project for the City's asset management program. Work with the Finance Director to implement project payments.
- 5.3 Prepare, review with City, submit loan application material, permits, reports, and supporting documentation as required.
- 5.4 Keep the City Council and Public Works/Safety Committee well informed of the project status. Attend City Council and committee meetings and make formal or informal presentations and respond to questions as needed. All project related information meetings, change orders, council meeting material, reports, resolutions, and presentations will be prepared and presented.
- 5.5 Maintain a City-approved paper (hard copy) file management system for documents related to the project. Maintain the filing system to ensure it is complete and accurate for any related audits. In addition, maintain in electronic format and submit a pdf version of project documents to the City at the conclusion of the project.

Coordination Activities

The firm selected for this project will be required to coordinate activities with the City of Willmar, Willmar Municipal Utilities (Water/Electric), Gas, Telephone, Cable TV, MPCA, PFA, MnDOT and other jurisdictional or regulatory agencies as required.

Proposal Contents

Technical Proposal

1. Description of work and deliverables for each item.
2. List any assumptions or additional scope necessary to complete the work.
3. Provide attached qualifications and experience of only those personnel working on the project and the role each will play.
4. Related project experiences of company/project team members with references.
5. Scope of work and level of effort with information listed below.
 - A list of all major tasks.
 - A detailed inventory of project personnel by task.
 - Estimated labor hours for each labor category, person, and for each task.
 - Subconsultant involvement by task.

Price Proposal

1. Proposed fee with information listed below.
 - A list of all major tasks.
 - A detailed inventory of all project personnel by task.
 - Proposed hours and hourly rates for all project personnel by task.
 - Subconsultant involvement and fee by task.
 - Expenses by task.
 - Total fee.

Proposal Evaluation

Technical Evaluation Score

Selection Committee will evaluate and rate Technical Proposals using the criteria listed below. The following information must be included in each Proposal and will form the basis of the evaluation.

1. Firm Experience
2. Similar Projects Completed by Firm & Project Team
 - a. Similar Projects Completed by Team Members
 - b. Similar Projects Completed by Project Manager
3. Project Approach
 - a. Understanding
 - b. Scope of Work and Level of Effort

Price Evaluation Score

After the Selection Committee has rated and ranked the proposals, it will then open the separate sealed envelope containing the Price Proposals.

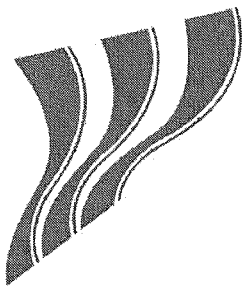
Proposal Submittal

Send complete proposals to:

City Office Building
Box 755
Willmar, MN 56201
Attn: Holly Wilson, Public Works Director

Submit six (6) copies of your Technical Proposal and one sealed envelope containing six (6) Price Proposals no later than August 24, 2012. The sealed envelope containing the Price Proposals shall be labeled "Price Proposal." E-mail responses will not be considered. All costs incurred in responding to this RFP will be borne by the responder.

The City reserves the right to award the total proposal, to reject any and all proposals in whole or in part, and to waive any informality or technical defects if, in the City sole judgment, the best interests of the City will be so served.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: October 9, 2012

Attachments: ☒ Yes ☐ No

CITY COUNCIL ACTION

Date: _____

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

Originating Department: Planning and Development Services

Action Requested: Approval of Agency Agreement Between City and MnDot for Federal Participation in Construction.

Guiding Principle: Intergovernmental cooperation

Introduction: The agreement is necessary for MnDOT to act as the City's agent in accepting federal funds.

Background/Justification: This agreement will allow the City to accept federal funding for the Willmar Avenue crossing and Robbins Island-to-downtown trail. The City Attorney has reviewed and approved the agreement.

Fiscal Impact: Receipt of the federal funds will reduce the City's out-of-pocket costs.

Alternatives:

1. Do not approve the agreement and not accept federal funds

Staff Recommendation: Approve the agreement by resolution and authorize the Mayor and Administrator to execute same.

Reviewed by:

Preparer:

Signature: 

Comments:



Minnesota Department of Transportation

State Aid for Local Transportation

395 John Ireland Boulevard, MS 500
Saint Paul, MN 55155

October 28, 2011

Holly Wilson
Willmar City Engineer
333 6th St SW
PO Box 755
Willmar MN 56201

**SUBJECT: Agency Delegated Contracting Process Agreement
Agency Agreement No. 99928**

Dear Ms. Wilson:

Attached are three copies of the agency agreement between the City of Willmar and MnDOT, which allows for MnDOT to act as the City's agent in accepting federal aid. This agreement is intended to cover all federally funded projects that the City of Willmar is awarded funds for until revisions are needed to the agreement. It supersedes the agreement executed in or about 2003, which is referenced in this agreement. There are not substantial changes to the agreement. There is a more clear reference to the DCP checklist as well as requirements and references to other State Aid policies and procedures rather than MnDOT's. I also get frequent calls questioning the CFDA number for the projects so I added that information.

While I do not anticipate that the requirements in Section I.J.1 will apply to you, the language required by federal law and must be included in all federally funded project agreements as of October 1, 2010. Please review the agreement and if approved, have all three copies signed. A Council resolution similar to the attached example must be passed. The certified resolution should then be placed as the last page in each of the three copies of the agreement. Please verify that the person/title authorized to sign as stated in the resolution, corresponds to the signature (person/title) on the signature page. Please return all three copies of the agreement to me for MnDOT signatures. A fully executed copy will be returned to you.

If you have any questions or need any revisions, please feel free to contact me at 651.366.3822.

Sincerely,

Lynnette Roshell, PE
Project Development Engineer

Enclosures

cc: Mel Odens DSAE
File

An Equal Opportunity Employer

